

Procurement

USAREUR ACQUISITION MANAGEMENT STAFF OFFICERS

Summary. This regulation gives instructions on the role, duties, and responsibilities of acquisition management staff officers (AMSOs) at USAREUR direct reporting activities (DRAs) (USAREUR Reg 10-5) and area support group (ASG).

Applicability. This regulation applies to AMSOs at USAREUR DRAs and ASG and BSB activities.

Supplementation. See paragraph 8.

Interim Changes. Interim changes to this regulation are not official unless authenticated by the Deputy Chief of Staff, Information Management, USAREUR. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

Suggesting Improvements. The proponent of this regulation is the Office of the Principal Assistant Responsible for Contracting, HQ USAREUR/7A (AEAPR-PA-PL, 375-8117/8270). Users may send suggestions to improve this publication on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander in Chief, USAREUR, ATTN: AEAPR-PA-PL, Unit 29331, APO AE 09266.

Distribution. Distribute according to DA Form 12-88-E, block 0772, command level C.

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1. PURPOSE

a. This regulation provides guidance on the role and functions of acquisition management staff officers (AMSOs) in–

(1) Direct reporting activities (DRAs) (USAREUR Reg 10-5).

(2) Area support group (ASG) activities.

b. This regulation does not give authority to increase, restrict, or deviate from provisions of the publications listed in paragraph 2 or any other Army or USAREUR regulation.

2. REFERENCES

a. Federal Acquisition Regulation (FAR).

b. Defense FAR Supplement (DFARS).

c. Army FAR Supplement (AFARS).

d. AR 15-6, Investigations.

e. AR 215-4, Nonappropriated Fund Contracting.

f. USAREUR Regulation 10-5, United States Army, Europe, Organization and Functions.

g. USAREUR Regulation 12-16, Mutual Logistic Support Between the US Army and Governments of Eligible Countries and NATO Subsidiary Bodies.

h. USAREUR Regulation 715-2, USAREUR Acquisition Regulation With USAREUR Acquisition Instruction (UAI).

i. USAREUR Regulation 715-3, Selection, Training, Qualifying, and Appointing Contracting Officer's Representatives.

3. ABBREVIATIONS AND TERMS

a. Abbreviations.

AAPS	Advance Acquisition Planning System
AFARS	Army FAR Supplement
ASG	Area Support Group
AMSO	Acquisition Management Staff Officer
AR	Army Regulation
BPA	Blanket Purchasing Agreement
BSB	Base Support Battalion
COR	Contracting Officer's Representative
DA	Department of the Army
DFARS	Defense FAR Supplement
DRA	Direct Reporting Activity
DOD	Department of Defense
FAR	Federal Acquisition Regulation
IMPAC VISA	International Merchant Purchase Agreement Card -The US Government Purchase Card Program used by the Army
RA	Requiring Activity
SOP	Standing Operating Procedure
USAREUR	United States Army, Europe

b. Terms.**Acquisition Management Staff Officer**

A person at the DRA, ASG, who, among other duties, provides acquisition expertise and staff procedures for the DRA, ASG, or BSB. This individual is positioned organizationally to permit direct access to the Commander/Deputy/Executive Officer.

Contracting Officer's Representative

An employee of a requiring activity who is nominated by the activity and appointed in writing by a contracting officer to monitor contract progress and contractor performance on a specific contract. A nominee must be qualified by training and experience that indicates sufficient technical knowledge and expertise in the subject area of the contract(s) with the responsibilities delegated. COR designation will be according to DFARS 201.602-2. A COR is an employee of the Government and may be a soldier, DA civilian employee, or local national employee. A COR is not authorized to make any commitment or change that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

COR Data Base

A file showing the technical qualifications and training of each person who is qualified for nomination as a contracting officer's representative for appropriated fund and nonappropriated fund contracts in the ASG or BSB area. The AMSO maintains this data base for organizations and activities in the DRA, ASG, or BSB geographic area (incl. tenant organizations).

Requiring Activity

A unit, activity, organization, or HQ USAREUR/7A staff office that submits contract requirements to a USAREUR contracting office.

4. BACKGROUND

a. DRA chiefs of staff and ASG or BSB commanders are the acquisition managers for their commands. AMSO positions were established to-

- (1) Provide commanders with the necessary expertise on the acquisition process.
- (2) Help commanders successfully manage their acquisition programs.

b. AMSO positions were established and classified as 1102 (procurement analyst) positions to ensure the assigned individuals had the knowledge to successfully perform the required duties.

c. The Commanding General, USAREUR, directed that AMSOs be located in command groups as advisors to commanders.

5. RESPONSIBILITIES

The AMSO is the special staff adviser to the commander on acquisition issues. The AMSO will be assigned to the command group to work for the DRA chief of staff or ASG commander as a business advisor for contracting requirements. Figure 1 lists AMSO performance standards. These standards serve as a guide for the Commander/ Deputy/Executive Officer in preparing AMSO performance objectives. Figure 2 is a standard AMSO position description at the GS-12 level. The AMSO will perform duties as directed by the Commander. Representative duties are listed below.

- a. Attend staff meetings to help identify acquisition issues.
- b. Prepare staffing papers and briefings on acquisition matters for the commander.
- c. Provide guidance and control in implementing USAREUR acquisition reform initiatives for the DRA, ASG, or BSB.
- d. Be the acquisition troubleshooter by informing the commander of potential problems and solutions.

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- e. Provide guidance and assistance in implementing and administering the IMPAC Program.
- f. Provide procurement expertise when requested by the command or tenant activity inspector general, auditor, or criminal investigation division personnel.
- g. Monitor the processing of unauthorized commitments and corrective actions for the command and its subordinate organizations. Research the causes of unauthorized commitments in the command and recommend policy, procedures, or

Performance Standard

- ◆ Advises the commander and staff on matters pertaining to the acquisition process.
 - ◆ Prepares acquisition staffing papers and briefings as required.
 - ◆ Acts as liaison with U.S. Army Contracting Command, Europe, to resolve acquisition problems and ensure the commander's interests are protected.
 - ◆ Implements advance acquisition planning.
 - ◆ Helps prepare specifications, performance work statements, and quality assurance criteria.
 - ◆ Assists in market surveys, contractual strategies, and development of acquisition plans.
 - ◆ Facilitates timely processing of unauthorized commitments and corrective actions for the commander and subordinate organizations.
 - ◆ Identifies causes of unauthorized commitments and develops policy, procedures, and training programs to correct these problems.
 - ◆ Manages the ASG/DRA Contracting Officer Representative (COR) program to include the USAREUR Regulation 715-3.
 - ◆ Accomplishes local COR training as required.
 - ◆ Reviews internal audits, controls, inspectors general findings, and United States Army Audit Agency findings in the acquisition process that pertain to the DRA, ASG, or BSB. Ensures appropriate responses are made and proper corrective actions are taken.
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Figure 1. AMSO Performance Standards

training changes to avoid these commitments.

- h. Implement advance acquisition planning requirements by maintaining close coordination with servicing contracting offices.
- i. Provide customer acquisition training programs for DRA, ASG, BSB, and tenant organizations activities serviced.
- j. Review DA Forms 3953 (Purchase Request and Commitment (PR&C)) for acquisitions of significant command interest to ensure correctness and compliance with contract regulations and laws. The DRA, ASG, or BSB commander may require review of other DA Forms 3953 when the commander believes the review is necessary.
- k. Review command operations other than war operations or contingency plans when required by the commander and ensure that acquisition guidance and procedures are included when appropriate. These plans should be adapted specifically to the command mission. At the minimum, the plans should include compelling emergency procedures, contracting office points of contact, and 24-hour telephone numbers.
- l. Help evaluate acquisition trends or recurring problem areas.
 - (1) AMSOs will analyze information on recurring requirements and make recommendations –
 - (a) When changes in acquisition type may be more appropriate.
 - (b) To consolidate command-wide requirements to enable more economic acquisition.

(2) The analysis in (1) above will include reviews of purchases in the contracting office and those items or services purchased by blanket purchase agreement (BPA) callers and ordering officers in the DRA, ASG, BSB, and supported tenant activities.

(3) Servicing contracting offices will provide a copy of monthly reconciliation reports to the AMSO to assist in this analysis.

m. Attend preproposal and preperformance conferences for projects or services of major interest when required by the commander and in conjunction with other staff offices.

n. Coordinate execution of AE Form 12-16 series forms when transactions are \$25,000 or less, according to the Acquisition Cross Servicing Agreement (ACSA) and USAREUR Regulation 12-16.

o. Maintain the contracting officer's representative (COR) data base for the ASG, BSB, and supported tenant activities within the DRA, ASG, or BSB geographic area (USAREUR Reg 715-3).

p. Verify for the contracting officer that the nomination criteria in DFARS 201.602-2 and USAREUR Regulation 715-3 for training and other required certification by the nominating official have been met. The AMSO will provide this verification by sending a certified copy of the nomination document to the contracting office. If criteria have not been met, the DRA, ASG, or BSB AMSO will coordinate with the RA to provide the necessary changes to permit certification of the nominee or nominate another certifiable individual.

q. Provide the supplemental training for CORs as outlined in USAREUR Regulation 715-3.

r. Coordinate with other RA staffs or organizations to support the contracting officer when necessary to resolve acceptance, contractor payment, or related contract administration problems.

s. Review internal audits and findings of inspectors general and the United States Army Audit Agency that pertain to the DRA, ASG, or BSB acquisition process. Ensure appropriate responses are made to findings and proper corrective actions are taken.

t. Attend budget, engineer, and logistics planning meetings or other meetings where significant contracting issues may be discussed.

u. Perform duties in the supporting contracting office 25% of the time. Actual times, duties and assignments will be mutually agreed to by the contracting office and the AMSO.

6. NONAPPROPRIATED FUNDS ACQUISITION RESPONSIBILITIES

AMSOs will oversee and assist nonappropriated fund activities as directed by the ASG or BSB commander according to responsibilities in paragraph 5.

7. ORGANIZATIONAL CONFLICTS OF INTEREST

a. To ensure AMSOs maintain their impartiality as acquisition advisers to DRA, ASG, and BSB commanders, AMSOs will not be appointed as–

(1) BPA callers or ordering officers.

(2) CORs.

(3) Investigating officers under AR 15-6.

(4) Nonappropriated fund contracting personnel.

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- (5) IMPAC VISA cardholders
- b. AMSOs may be appointed as–
 - (1) Members of command assistance inspection teams.
 - (2) Members of inspector general teams.
 - (3) Representatives of the commander to sign AE 12-16 series forms (para 5n).
 - (4) IMPAC VISA approving/certifying official.

8. LOCAL REGULATIONS AND STANDING OPERATING PROCEDURES

- a. DRA and ASG commanders may supplement this regulation or issue DRA or ASG regulations or standing operating procedures (SOPs) on AMSO duties and procedures. The supplement, regulation, or SOP may not limit the AMSO duties and responsibilities in paragraph 5 of this regulation.
- b. DRA and ASG commanders will furnish 1 copy of each supplement, regulation, or SOP to–
 - (1) Their AMSO.
 - (2) The Commanding General, USAREUR, ATTN: AEAPR-PA-PL, Unit 29331, APO AE 09266.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of the position serves in a dual capacity as contract administrator at the Regional Contract Office (RCO) and as Acquisition Management Staff Officer (AMSO) at Area Support Group (ASG).

1. Performs the full range of contract administration functions at a Regional Contracting Office for one or more installation support service contracts (e.g., those involving use of cost reimbursement contracts).

- a. Conducts initial conference with the contractor to provide information and clarify standard and special provisions of the contract. Throughout the contractual period, serves as the primary RCO point of contact with the contractor to interpret contractual obligations and to resolve problems. Reviews periodic reports from technical evaluators to ensure that performance meets requirements; based on recommendation from the technical evaluator, appropriated corrective action for deficiencies (e.g., deduction from contractor payment, cure notice). Considering performance reports from contractors and evaluations developed by technical evaluator develops periodic overall evaluation of contractor performance and award fee recommendation. Reviews contract cost submitted for reimbursement and renders decisions on allowability and allocability. Coordinates with technical staff in evaluating contractor request for use of overtime. Make visits to work sites to evaluate contractor compliance with applicable contract clauses such as labor standards provisions and to evaluate accuracy of property. Meets with contractor, technical personnel and Contracting Officers Representatives (CORs) frequently to discuss contractor performance, contractual interpretations, problem areas progress, etc..

- b. Negotiates contract modifications affecting the scope of the contract. Request from technical staff an independent government estimate, including cost and labor hours, for use in negotiations with contractor. For modifications exceeding regulatory dollar thresholds, request and analyzes cost data provided by other government agencies (e.g., Defense Contract Audit Agency) or by price/cost analyst. Negotiations concern such matters as number and types of personnel to be employed in performance of particular requirements, contractor plans for meeting specific requirements, cost elements, etc..

- c. Processes contract claims and disputes arising under the Contract Disputes Act. Analyzes the strengths and weaknesses of the government's position and evaluates the various settlement alternatives. Prepares final decisions on cases which cannot be resolved with the contractor. In cases of contractor appeals to the Armed Services Board of Contract Appeals or to the U.S. Court of Claims, ensures that case files adequately support the government's position. Deals directly with Army trial attorneys and contractor's representatives to accomplish proceedings to support government actions and assist in arranging for testimony of government representatives in hearings, etc..

25%

Figure 2 CS 12 AMSO Position Description

2. Serves as Acquisition Management Staff Officer (AMSO) and principal advisor to the Area Support Group (ASG) Commander and staff on acquisition issues. Provides guidance and control for the implementation of USAREUR procurement guidance within the ASG and Base Support Battalions (BSBs)

a. Facilitates the acquisition process within ASG and furnishes advise, guidance and coordination services:

(1) Represents the ASG on acquisition matters; attends staff, engineer and logistics planning meetings or other forums where significant procurement issues may be discussed. Provides sound, on the spot guidance and advise on acquisition matters, strategy and develops and provides approaches for problem resolution. Advises regarding procedures for expediting procurement actions, effects of and procedures for contract termination, contractor/government responsibility in terminations, reprioritizing of actions, lead times required, etc..

(2) Designs and implements the preparation reviews and final submission of the ASG Acquisition Plan for purchases over \$25,000. Instructs requiring activities concerning lead times required for timely receipt of item/service and availability on the market. Develops formal acquisition plans for commanders, requiring activities (RAs) and servicing contracting offices. Facilities implementation of and compliance with formal acquisition plans, as required by part 7 of the FAR and its supplements. Consults with and instructs requiring activities in the preparation of procurement actions over \$25,000 and those of significant command interest. Provides advice and assistance on contract procedures and requirements, preparation of the statement of work, special considerations associated with post closure, availability of service/item, possibilities for partial delivery, method of payment, possibility of rebates based on consolidation of orders, etc.

(3) Evaluates ASG/BSB acquisition trends or recurring problem areas. Analyzes information on recurring requirements and makes recommendations to the contracting office when changes in acquisition strategy may be more appropriate; recommends consolidation of command-wide requirements to allow for more economic acquisitions. Reviews selected purchase requests of significant command interest as needed and provides guidance to RA on procedures for more effective processing of requirements. Ensures procurements during drawdown of forces and base closure operations are adjusted to avoid excess expenditures.

(4) Coordinate with RA staff, military units, contracting offices and Contracting Officer Representatives (CORs) when necessary, to make recommendations as to how to resolve acceptance, contractor payment, or related contract administration problems. Reviews and coordinates request for contract terminations with the COR and contracting office to ensure sound rationale is applied when termination of the contract becomes necessary. Provides guidance to the ASG commander concerning contract terminations such as impact on budget, impact on receipt of services/items required, responsibility of the contractor and government, possible fines, etc.

(5) Reviews internal audit reports, and findings of Inspector General and United States Audit Offices that pertain to the ASG or BSB acquisition process. Ensures appropriate responses are made to findings and proper corrective actions are taken.

(6) Reviews command transition-to-war operation or contingency plans when required by the commander and ensures that acquisition guidance and procedures are included. Reviews the plans for inclusion of compelling emergency procedures, contracting office points of contact and 24 hour telephone numbers.

(7) Develops and conducts acquisition training on a recurring basis for contracting officer representatives to increase understanding and facilitate proper administration of the contract. Tracks training and availability of COR in the ASG/BSBs and tenant activities. Provides local supplemental training for CORs utilizing standardized training packages. Verifies for the contracting officer that the nomination criteria in applicable regulations for training and other certification by the nominating officials have been met coordinates with RA to provide necessary changes to permit certification training of the nominee or nomination of another individual. Coordinates training with local personnel office, U.S. Army Contracting Command, Europe (USACCE) and/or 7th Army Training Command.

Performs other duties as assigned.

75%

Figure 2 CS 12 AMSO Position Description Continued

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION	LEVEL: 1-7	POINTS: 1250
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Contract administration work at the RCO requires the following skills and knowledge's:

- Knowledge of contract administration principles, policies, regulations, and procedures to administer complex service contracts.
- Knowledge of and skill in the use of negotiation techniques to conduct post award negotiations for contract modifications and settlement actions.
- Knowledge of cost and price analysis techniques sufficient to compare proposals against previous history, actual expenditures, and established rates to determine a negotiation position, and to use results of analysis performed by Contract Price/Cost Analyst, auditors, or technical specialists.
- Knowledge of business and industry practices to identify factors affecting contractor's costs.

The performance of AMSO functions require the following skills and knowledge's: (950 Points)

- Knowledge of the command's structure and the mission and functions of serviced organizations and their program requirements, commonly used contracting methods and contract types applicable to ASG and subordinate BSB's acquisition needs, and different phases of the contracting process and familiarity with business practices and market conditions; knowledge's are used in order to review procurement requests for the ASG/BSB to identify significant deficiencies, recommend necessary changes in ASG procedures, and provide advice and assistance on procurement matters.
- Skill in the application of evaluation techniques to the identification, consideration and resolution of problems in conjunction with the command acquisition program, to be able to review procurement forms and reports, work processes, routing of procurement documents, etc.
- Knowledge of report writing techniques to present factual information clearly, to write procurement memoranda and minutes of meetings, and information orally to accomplish a given purpose.

FACTOR 2. SUPERVISORY CONTROL	LEVEL: 2-4	POINTS: 450
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Employee is assigned to the ASG and receives primary supervision from the ASG Commander/Executive Assistant. For work at the RCO, the Chief or other RCO supervisor makes initial assignments in terms of contracts to be administered and provides broad policy guidance. The incumbent independently plans and carries out the full range of contract administration duties, including analyzing, negotiating, settling, and executing contractual requirements, keeping the supervisor informed of progress and controversial issues. Completed work is reviewed for conformance with policy, soundness of judgement, and effectiveness in meeting requirements.

For the performance of AMSO functions, the following supervisory controls are exercised over the position: (275 Points)

The ASG Commander/Executive Assistant assigns work by defining objectives, priorities and deadlines, and indicates any special considerations or unusual requirements. For assignments which do not have clear precedents, he/she provides direction through a comprehensive discussion of the work to be performed.

The employee is responsible for planning and carrying out recurring assignments and for exercising judgement in the review of the command acquisition process. The employee recognizes problems and confers with the supervisor or in the case of technical questions, with personnel from the contracting offices.

Completed work is usually presented in the form of a recommendation for action, which is reviewed to assure sound analysis, good judgement, and adequate results. The methods used in arriving at the end results are not usually reviewed by the supervisor in detail.

Figure 2 CS 12 AMSO Position Description Continued

FACTOR 3. GUIDELINES

LEVEL: 3-4

POINTS: 450

For the administration of contracts at the RCO, guidelines include Federal Acquisition Regulation, DOD/DA/MACOM supplements, and Comptroller General decisions. Precedents are of limited use due to scope (multiple interrelated functions) and magnitude (in terms of man-years involved in contract performance as well as dollar value) of requirements. The volume of contractual provisions (e.g., Statement of Work) requires continuous assessment throughout contract administration. The incumbent uses judgement and discretion in interpreting and applying guidelines to solve a broad range of contract administration problems, including methods for correcting performance deficiencies, for implementing program or workload changes and for negotiating contract modifications.

For the performance of AMSO functions, the guidelines applied include mission and function statements, administrative guidelines covering programs goals and objectives of the ASG and subordinate BSBs, and procurement regulations and precedents applicable to the various acquisition phases (FAR, DFARS, AFARS). The employee uses judgement in interpreting guidelines, to identify problem areas in the acquisition program, and to recommend approaches or solutions for procurement problems caused by a variety of factors (i.e./ delay in workflow or contract payment, contractor or COR performance problems). (275 Points)

FACTOR 4.

COMPLEXITY

LEVEL: 4-5

POINTS: 325

Assignment to the RCO involves serving as project officer for a significant contract administration effort (e.g., contract for substantial installation support activities), which involves such complexities as: use of cost reimbursable contracts with incentive or award fee provisions, contractual arrangement of more than two or more option years), and technical requirements that involve responding to continuing changes in programs (including contingencies).

Decisions involve interpretation, analysis, and negotiations regarding modification of contract terms and conditions, evaluation of contract performance, and identification and solution problems. Administration involves responding to continuing changes in program requirements (scope and level of services, contingencies, etc.). The work requires making final decisions on a variety of issues, such as cost and price allowability, negotiating modifications, resolving legal and technical problems, approving or disapproving expenditures incurred, etc.

AMSO work includes various duties involving different and unrelated contracting processes. Monitors, reviews and evaluates the ASG acquisition program by providing RAs information as to lead times, required procedures, etc. to allow for acquisition planning; provides information regarding needed elements of the statement of work for purchases over \$25,000 and, as requested, for those of a lower amount; provides information to RAs on special requirements due to the type of items/services procured, procedural requirements, market conditions, etc. Recommends insertion of clauses and provisions on contracts or changes to the servicing contracting office. Analyze the ASG procurement process and identifies problems such as delay in contract processing, delay in delivery, etc. and makes recommendations for solution. This requires preparation of a narrative report, containing the issue or problem, background, conservation, options for change, and recommendations for action. (150 Points)

FACTOR 5.

SCOPE AND EFFECT

LEVEL: 5-4

POINTS: 225

The purpose of the work performed at the RCO is to administer one or more service contracts, which involves monitoring the performance of contractors throughout the life of the contract. This includes advising contractor and government officials on the terms of the contract, resolving unusual problems which arise, and negotiating contract modifications. Payments, claims, contractual changes, and other issues affect the business and financial posture of the contractor and the expenditure of government funds and receipt of services.

The purpose of the AMSO work is to improve the efficiency of the command's acquisition program by constantly observing procurement actions, researching discrepancies, evaluating problem areas and providing recommendations to the commander and technical training to requiring activity and operating personnel to improve the efficiency of the procurement process at the ASG/BSB level and that of serviced tenant organizations. The work has a direct impact on the decisions made by the commander and on the timely and economical accomplishment of the ASG acquisition mission. (150 Points)

Figure 2 CS 12 AMSO Position Description Continued

FACTOR 6.	PERSONAL CONTACTS	LEVEL: 6-3	POINTS: 60
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Contacts in performance of contract administration are with management and technical officials of the contractor and with technical staff, attorneys, auditors, and others from within the agency or other agencies. The contracts occur in moderately unstructured settings, with roles and authorities being developed during the negotiation or discussion.

The AMSO has personal contacts with the command group, requiring activities and employees in USAREUR involved in the acquisition process through the GM-14/04 level. The AMSO also maintains liaison with the personnel at the U.S. Army Contracting Command, Europe. The interests of the respective parties are defined and understood. Contacts also include public officials, contractors, auditors and investigative personnel, and may include routine contacts with local suppliers. (25 Points)

FACTOR 7.	PURPOSE OF CONTACTS	LEVEL: 7-3	POINTS: 120
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Contacts with respect to contract administration functions at the RCO is to monitor contractor compliance with the terms and conditions of the contract, to settle a variety of contractual problems, and to negotiate contract modifications. Negotiations require skill in reaching an equitable agreement or in obtaining compliance with contractual terms and conditions.

The contacts of the AMSO are to plan procurement actions, coordinate and advise on them, and to identify and research resulting problems. Contacts with CORs and installation level procurement personnel are to provide assistance and training. Contacts with the RCO are to obtain technical information and assistance and to inquire or advise on the status of procurement actions. Contacts with suppliers are to obtain general information such as availability or price of items or services. (50 Points)

FACTOR 8.	PHYSICAL DEMANDS	LEVEL: 8-2	POINTS: 20
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As contract administrator, the incumbent makes onsite visits to contractor production or construction sites on a regular and recurring basis. The purpose of onsite visits is to monitor contractor work progress by inspecting work in progress, check on compliance to contract requirements and special provisions, resolve differences between contract changes and/or site changes. Site visits typically require working around machines, moving equipment, and construction in progress and walking in partially completed structures, climbing ladders, entering excavation sites or similar situations.

When performing AMSO functions, the employee's work is primarily sedentary. (5 Points)

FACTOR 9. WORK ENVIRONMENT		LEVEL: 9-2	POINTS: 20
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The incumbent is subjected to moderate risks or discomforts while performing contract administration, on a regular and recurring basis, which require special safety precautions. At production or construction sites, incumbent is required to use appropriate protective equipment such as hardhats, goggles, boots, and similar protections.

The work of the AMSO involves everyday risks or discomforts which require normal safety precautions typical of such places as conference rooms or offices, commercial vehicles, etc.. (5 Points)

Total Points GRADE CONTROLLING WORK: 2920

EXPLANATORY STATEMENT

- To perform the work employee must have a security clearance.

NOTE: This is a projected position subject to review after incumbency for possible correction of titles series, and/or grade.

Figure 2 CS 12 AMSO Position Description Continued